



**Minutes
Town of Lake Park, Florida
Community Redevelopment Agency Board Meeting
Wednesday, January 16, 2013, 6:30 p.m.
Town Commission Chamber, 535 Park Avenue**

The Community Redevelopment Agency Board met on Wednesday, January 16, 2013 at 6:30 p.m. Present were Chair James DuBois, Vice-Chair Kendall Rumsey, Board Members Christiane Francois, Steve Hockman, and Jeanine Longtin, Executive Director Dale S. Sugerman, and Agency Clerk Vivian Mendez. Board Member Tim Stevens arrived at 6:56 pm. Board Member Sue-Ellen Mosler was absent.

Chair DuBois led the Pledge of Allegiance.

Agency Clerk Mendez performed the Roll Call.

ADDITIONS/DELETIONS/APPROVAL OF AGENDA

Motion: A motion was made by Board Member Hockman to approve the Agenda; Board Member Francois made the second.

Vote on Motion:

Board Member	Aye	Nay	Other
Board Member Sue-Ellen Mosler			Absent
Board Member Christiane Francois	X		
Board Member Steve Hockman	X		
Board Member Jeanine Longtin	X		
Board Member Tim Stevens			Absent
Vice-Chair Kendall Rumsey	X		
Chair James DuBois	X		

Motion passed 5-0.

PUBLIC COMMENT:

None.

GENERAL BUSINESS:

1. Approval of CRA Board Meeting Minutes of December 5, 2012

Motion: A motion was made by Board Member Francois to approve the Meeting Minutes of December 5, 2012; Board Member Hockman made the second.

Vote on Motion:

Board Member	Aye	Nay	Other
Board Member Sue-Ellen Mosler			Absent
Board Member Christiane Francois	X		
Board Member Steve Hockman	X		
Board Member Jeanine Longtin	X		
Board Member Tim Stevens			Absent
Vice-Chair Kendall Rumsey	X		
Chair James DuBois	X		

Motion passed 5-0.

DISCUSSION AND POSSIBLE ACTION:

2. Request to Conduct Quarterly CRA Board Meetings

Executive Director Sugerman explained the item (see attached Exhibit "A").

Board Member Longtin asked why this request is being limited to just 2013.

Executive Director Sugerman explained that he is not limiting it to 2013 but that he was just announcing the four months in calendar year 2013 and it would be the same four month in all succeeding years.

Board Member Longtin stated that the recommended motion states 2013 specifically.

Executive Director Sugerman stated that the motion could be month to quarterly meetings.

Chair DuBois asked if there could be a caveat to the motion to bring back the meeting schedule for review at the October Board meeting.

Executive Director Sugerman stated that if the Board decides to go to quarterly meeting that he would make sure that on the October agenda there would be a review of continuing the quarterly meetings.

Chair DuBois suggested that the review of the meeting schedule at the October meeting be included in the motion.

Motion: A motion was made by Board Member Francois to approve that the CRA Board meet on a quarterly basis with meeting being in January, April, July and October and that a review of the Board Meeting schedule be placed on the October Board meeting agenda with the caveat that a special meeting could be called if needed; Board Member Hockman made the second.

Board Member Francois asked what the cost savings is to move to quarterly meetings.

Executive Director Sugerman stated that he does not believe it would save much in terms of hard dollar costs but, it would save in printing, copying, postage and staff time. However, he did not put pen to paper to do a calculation.

Board Member Francois stated that as long as special meetings can be called as needed that she is fine with the change and it will be reviewed again in October.

Vote on Motion:

Board Member	Aye	Nay	Other
Board Member Sue-Ellen Mosler			Absent
Board Member Christiane Francois	X		
Board Member Steve Hockman	X		
Board Member Jeanine Longtin	X		
Board Member Tim Stevens			Absent
Vice-Chair Kendall Rumsey	X		
Chair James DuBois	X		

Motion passed 5-0.

EXECUTIVE DIRECTOR REPORT:

Executive Director Sugerman started that a special meeting of the CRA Board will be needed to comply with Florida Statutes in which an annual report must be prepared, approved, and submitted by the Board to the Town Commission by March 31 of each year. He is in the process of writing the annual report. He suggested that a special CRA meeting be called in conjunction with the March Town Commission meeting.

Chair DuBois asked for clarification regarding to who the report is to be submitted.

Executive Director Sugerman stated that the annual report is required to be filed with the Town Commission by March 31 and in turn, staff will file the report with the State to provide evidence that the requirement has been met.

Chair DuBois asked if the report would include information regarding the 2012-2013 budget.

Executive Director Sugerman stated that the report would not include the 2012-2013 budget.

Mayor DuBois asked which fiscal year the report is based upon.

Executive Director Sugerman explained that the report is not a financial report and will include some financials and will probably blend things from 2011-2012 and 2012-2013. He stated that the CRA security patrol services began on December 15, 2012 with ET Security. He stated that the schedule of patrol will always include Friday and Saturday evenings. Since the holidays are complete the weekday and Sunday schedule will vary and staff and the contractor are just starting to get a feel for it. He stated that so far staff is pleased with the service and thinks that they have a very good visual presence coverage of the CRA. He stated that there has not been much feedback from the businesses in the CRA but the service has only been in place for one month. He stated that the Artist of Palm Beach County offered a free basic drawing class to Town residents on Saturday, December 29, 2012 and that a total of eight (8) residents signed up and six (6) actually attended the class. He stated that a lot of positive feedback was received regarding the class. He announced that Saturday, January 19, 2013 from 10:00 am to noon the Artist of Palm Beach County will be offering a free poetry class presented by John Vincent Palozzi, Vice President of Poets of the Palm Beaches and Artists of Palm Beach County. He stated that space is limited and reservations are required to attend the poetry class and provided contact information for the Artist of Palm Beach County. He stated that there is a minimum age requirement of 16 and older. The Artist of Palm Beach County is sending invitations for the Gala Grand Opening on January 25, 2013, which will be held from 5:00 pm to 8:00 pm. He noted that the Sunset Celebration will be held at the same time at the Marina. He stated that the following new businesses opened in the CRA during the month of December:

- G Technique Florida at 802 Old Dixie Highway, which is a new office and will employ one (1) person;
- Apapao Plumbing at 1194 Old Dixie Highway #20, which is a plumbing company and will employ twelve (12) people;
- Aurora Nurses Inc. 705 Park Avenue, which is nurse registry and will employ four (4) people;
- Lucky's Produce 798 10th Street, which is a produce and grocery store and will employ three (3) people;
- Grumpy Grouper, which is a restaurant and bar and will be employing eighteen (18) people. The Grand Opening is on Friday, January 18 and Saturday January 19, 2013 and there is a buy one get one free (BOGO) coupon in the Palm Beach Post for January 18 and 19, 2013;
- Integrated Date Technologies, Inc. 802 Old Dixie Highway #2, which is a computer service and sales and will employ one (1) person;

- Auto Sales Associates 806 Dixie Highway #7, which will be selling used cars and will employ one (1) employee;
- SR Foodmart, Inc. 1401 10th Street, which is a convenience store and will employ three (3) people and
- Rolla Guard Security LLC. 1354 S Killian Drive, which is a security services and will employ eight (8) people.

Vice-Chair Rumsey asked what was the convenience store.

Executive Director Sugerman stated that there are two convenience stores.

Vice-Chair Rumsey clarified and asked about the last convenience store provided.

Executive Director Sugerman stated "SR Foodmart Inc. at 1401 10th Street".

Vice-Mayor Rumsey asked for clarification on where the convenience store is located.

Board Member Francois stated in the shopping plaza where Kelsey City Restaurant is located.

Chair DuBois stated that it was great to have a number of new businesses opening up in the CRA and that he can image that there are a number of new businesses opening up outside the CRA also. He stated that this report just covers the CRA.

Executive Director Sugerman stated that Chair DuBois was correct and that there are a number of businesses opening up throughout the Town. He stated that the list of new businesses opening outside the CRA can typically be found in the monthly report that is published by the Community Development Department.

Board Member Francois asked if the monthly reports are put on the Town website.

Executive Director Sugerman stated that new businesses are put on the Town website. He stated that there is a link on the right side of the home page announcing the new businesses in Town.

Board Member Longtin stated that the report was not included in the agenda and requested that it be included in the agenda packet in the future.

Executive Director Sugerman stated that the report can be added to the agenda packet. He stated that he publishes a month report. If the Board would like to have the monthly report as an attachment or inserted into the agenda package that he thinks it would be appropriate for the Board to vote on it because it is a bit unusual, but if that is what the Board wants to have happen.

Chair DuBois stated that there does not need to be a vote on directing the Executive Director to include the monthly report in the agenda package and a consensus from the Board would be sufficient.

Board Member Longtin asked if there is any reason not to include the monthly report on the agenda.

Executive Director Sugerman stated "no" not that he could think of other than it is somewhat strange to include a written Executive Director report in the agenda.

Board Member Longtin clarified that she is requesting that the Executive Director report be included as back-up to the agenda packet.

Executive Director Sugerman stated that the Executive Director Report will be included as back-up to the CRA agenda package.

Chair DuBois stated that he thinks that will be very informational.

Board Member Hockman asked if ET Security is providing a written report each month.

Executive Director Sugerman stated that he has not been provided a written report and asked Public Works Director Dave Hunt if a written has been provided from ET Security.

Public Works Director Hunt stated that time sheets have been provided showing when they were on-duty and they have provided information regarding when the security officer was at various locations within the CRA but an official report has not been provided and he does not think it was part of the contract.

Board Member Hockman stated that he is referencing a report that states that they observed certain incidents in order to justify paying to have the security officers. He stated that the report could determine if the security officer is doing their job and really stopping incidents out there or are they just turning their head and looking the other way while something is going on.

Executive Director Sugerman stated that those types of reports are not being received nor was that type of report requested and is not a requirement of the contract. He stated that the security officer could not write a report about how many incidents that they stopped or how many incidents did not occur because of their presence and that the report would only contain incidents that did occur.

Board Member Hockman stated that is what he is talking about and asked if a report is being provided that stated that the security officer observed something and contacted the Sheriff's Office.

Executive Director Sugerman stated that ET Security is not providing that type of report.

Chair DuBois stated that a key log of where the security officer has physically been within the CRA is provided to the Town.

Board Member Hockman stated that the log does not mean that anything is really happening.

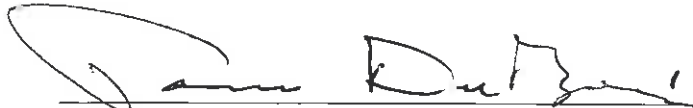
Chair DuBois stated that if an incident did occur where 911 or the supervisor of the security officer was contacted he opined that a report would be written by the supervisor as standard operating procedure of the security company.

COMMENTS BY BOARD MEMBERS

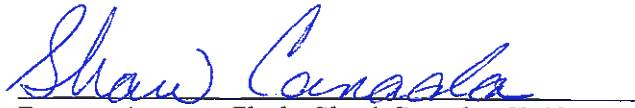
Board Member Longtin stated that she was opposed to Board Member Mosler's suggestion at the December 5, 2012 meeting to place a list of all properties in the Town that are in foreclosure on the Town's website. She suggested that Ms. Mosler rethink her request.

ADJOURNMENT

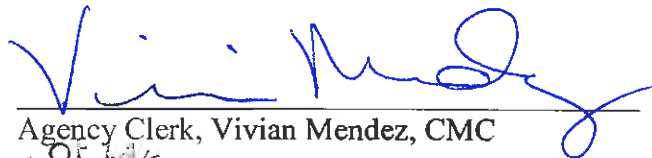
There being no further business to come before the CRA Board and after a motion to adjourn by Board Member Stevens and seconded by Vice-Chair Rumsey, and by unanimous vote, the meeting adjourned at 6:57 p.m.



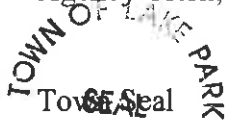
Chair, James DuBois



Deputy Agency Clerk, Shari Canada, CMC



Agency Clerk, Vivian Mendez, CMC



FLORIDA
Approved on this 6 of March, 2013



Exhibit "A"
1/16/2013

CRA
Agenda Request Form

Meeting Date: January 16, 2013

Agenda Item No. *Tab 2*

Agenda Title: Request to Schedule Board Meetings on a Quarterly Basis

☐ Consent Agenda ☒ Discussion/Possible Action
☐ Presentation ☐ Resolution
☐ Other

Approved by Executive Director: *[Signature]* **Date:** 1/2/13

Dale S. Sugerman, Ph.D., Executive Director
Name/Title

Originating Department:	Costs: \$ 0.00	Attachments: None
	Funding Source:	
	Acct. #	
	<input type="checkbox"/> Finance _____	

Summary Explanation/Background:

Over the course of the last few years, the CRA Board has been meeting on a monthly basis. With the reduction in staffing and the reduction in the budget of the CRA, it has been suggested that the CRA Board meet just once per quarter instead of every month (with the caveat that if there is a need for a meeting of the Board between the scheduled quarterly meetings, one could be called to meet that particular need).

If approved, the meetings would be scheduled for January, April, July, and October in 2013. Interestingly, as we researched the enabling legislation for the creation of the CRA, we discovered that in August of 2009 the Town Commission approved a motion to establish the CRA Board meeting to be scheduled on an "as needed" basis. While we could consider moving to an "as needed" basis, it is my recommendation that a quarterly meeting will allow everyone to understand the upcoming scheduling for when the CRA Board will be getting together to conduct its business.

Recommended Motion: I move that the CRA Board meet on a quarterly basis instead of a monthly basis, with the meetings during calendar year 2013 being held in January, April, July, and October.